

Governance Committee
Minutes
January 20, 2005

Present

Suzanne Gries (Committee Chair), Bill Anderson, Michael Raymond, Patty McDonald, Rita Wang, George Walker

Staff

Clare Billings and Linda Walling

Adjustments to the Agenda

There were none.

Minutes

Motion: To approve the November minutes as written. Mike R. moved and Bill seconded. Motion carried.

Responsibility Chart

Clare stated that this was a carry over item from a past governance committee. They had wanted an easy tool as to what Council duties are done and where, similar to a flow chart.

The committee discussed the issue and decided not to pursue a responsibility chart. They felt that the concerns have already been covered in the two new policies and the new member handbook.

Chair Position Policy

Clare reported that it has been the informal practice of the Council that when a member is in their last year that they not serve as a chair of a workgroup or committee. Within the last year there was a challenge to the practice.

The committee was not sure if some members knew that they are in their last year on the Council and talked about ways of informing them. They would also like the Council chair to be informed of who will be rotating off the Council when he is making workgroup/committee appointments. The committee felt that if this could be done, not to pursue writing a policy at this time.

Conference Attendance

Clare stated currently there are no guidelines in deciding conference attendance. Sometimes the same people end up going to several different conferences and others not at all.

The Committee would like to create a process on asking to attend a conference, then criteria to follow in making attendance decisions. They would like to make this policy apply to trainings as well as conferences. Attending needs to be in the members IDP. Attendance should first benefit the Council then the member. The committee would like to limit the number of members going to a single out of state conference due to budget concerns.

The Committee would like Clare to talk with other Council's to see if they have a policy for them to look at.

Executive Director Evaluation

The Committee reviewed and discussed the current form. They were concerned that it may be confusing for some Council members and they felt it is not being filled out properly.

The Committee would like a space added for the member to write in "self-advocate", agency representative, or family member". Also, make the "Do" policies actual questions and change the "Don't policies from a double negative.

Clare will redraft for the March meeting. The Committee would also like Clare to talk with other Council's to see how they evaluate their executive director.

Council Performance

Clare reported that the Council is to evaluate itself after meeting. Prior evaluations have gone to the Membership Committee. It is a good way to know how everyone works together and would help to create an open dialogue.

The Committee would like to create a structure that would enable the Council and its workgroups/committees to evaluate them selves at the beginning and the end of the federal fiscal year. This is also the time when new workgroup/committee chairs begin their term. They would like the evaluation at the beginning of the fiscal year to reflect what they expect to achieve. The end of the year evaluation would reflect what was actually achieved.

Clare stated that the Council may need to restructure its workgroup subjects to reflect actual work areas not life goal areas. She will redraft the evaluation form for the March meeting.

Report to the Council

Beginning talks about a conference policy
Redevelop the executive director evaluation
Policies forward for a vote
Council performance evaluations

March meeting

Conference/trainings policy
Executive director evaluation
Council performance evaluation

With that the meeting was adjourned.